

PLANNING MANAGER

Class Definition

Under direction, plans and directs the operations of either the Advance or Current Planning Program within the Development Department.

Distinguishing Characteristics

The Planning Manager reports to the Deputy Director of Planning and directs either the Advance or Current Planning Program within the Planning Division. The incumbent oversees subordinate staff engaged in the full range of government planning services including research related to the collection and analysis of physical, demographic, and socio-economic data; the formulation and updating of the City's General Plan, community plans, and specific plans; the processing of plan amendments, annexations, rezonings, subdivisions, conditional use permits, site plans, variances, minor deviations, environmental assessments/impact reports, and municipal code/zoning ordinance amendments; serving plan implementation/citizen advisory committees; and performing public counter customer services. These are unclassified positions in which the incumbents serve at the will of the Development Director.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Prepares, monitors, and balances program work schedules.

Assigns projects and supervises program staff.

Reviews and edits program reports and performs final Program level sign-off for project review and recommendations, and final sign-off on certain revised site plan, encroachment, and minor deviation applications.

Performs staff training and evaluation services.

Participates in the preparation and monitoring of the Planning budget.

Provides a leadership role for the Department's customer oriented service delivery program, including supervising public counter customer services.

Attends City Council, Redevelopment Agency, Planning Commission, Housing and Community Development Commission, Historic Preservation Commission, and various citizen advisory committee meetings.

Coordinates and monitors team of other City department and outside agency representatives working within the Planning Division and performing coordinated project review and customer assistance services.

Performs related duties as required.

Knowledge, Abilities, and Skills

Knowledge of modern supervision principles and practices, including those related to project load management, scheduling, and monitoring, effective communication skills, staff training and evaluation, and improving service delivery and public/customer services.

Knowledge of accepted city planning principles and practices.

Knowledge of accepted data collection and statistical analysis techniques.

Knowledge of pertinent zoning and subdivision laws/codes.

Knowledge of pertinent environmental policies and laws under the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA).

Ability to accurately interpret City plans and policies and zoning and subdivision regulations to the general public.

Ability to effectively communicate orally and in writing.

Ability to establish and maintain effective working relationships with customer and special interest groups, staff, other City departments, outside agencies, and the general public.

Minimum Qualifications

Graduation from an accredited college or university with a bachelor's degree in planning, architecture, public administration, social sciences, or related field. Three years of progressively responsible supervision experience in the field of government planning. Additional qualifying experience may be substituted for the required education on a year for year basis.

Necessary Special Requirement

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: _____

Director

DATE: _____